

Policy 235.02**Proration and Proration Override****Overview**

Introduction

Depending on when a participant comes in to receive benefits, they may receive three months of a full package or they may receive a prorated food package for the first month and then a full food package for the subsequent two months.

There is a Proration Override function in the WIC data system that will allow select users to override a prorated food package in very limited circumstances.

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Food Package Proration

Introduction

Participants will receive benefits on a calendar month which means benefits will be valid starting the first day of the month and will expire the last day of the month.

Depending on when a participant comes in to receive benefits, they may receive three months of a full package or they may receive a prorated food package for the first month and then a full food package for the subsequent two months.

Proration amounts

A prorated food package would consist of either a 2/3 or 1/3 food package.

Note: Cash Value Benefits can not be prorated.

When proration occurs

Proration may occur when participants:

- receive benefits for the first time or
- have missed or are late picking up their benefits.

The following chart shows when a participant will receive a full, 2/3, or 1/3 package depending on when they are coming in during the month. These are predetermined in the WIC data system and the data system will automatically prorate the food package appropriately.

Days in a Month	Days to Issue a Full Package	Days to Issue a 2/3 Package	Days to Issue a 1/3 Package
28 Days - February	1,2,3,4,5,6,7,8	9,10,11,12,13,14,15,16,17,18	19,20,21,22,23,24,25,26,27,28
29 Days - February	1,2,3,4,5,6,7,8,9	10,11,12,13,14,15,16,17,18, 19	20,21,22,23,24,25,26,27,28, 29
30 Days – April, June, Sept., Nov.	1,2,3,4,5,6,7,8,9, 10	11,12,13,14,15,16,17,18,19, 20	21,22,23,24,25,26,27,28,29, 30
31 Days – Jan., March, May, July, August, Oct., Dec.	1,2,3,4,5,6,7,8,9, 10, 11	12,13,14,15,16,17,18,19,20,21	22,23,24,25,26,27,28,29,30, 31

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Food Package Proration, Continued

Proration examples

The following table shows an example of what a participant would receive when receiving benefits for the first time, after missing an appointment, or are late picking up their benefits.

If the participant comes in on:	Then the participant will receive
February 6 th	February – Full food package March – Full food Package April – Full food Package
February 12 th	February – 2/3 food package March – Full food Package April – Full food Package
February 25 th	February – 1/3 food package March – Full food package April – Full food package

Scheduling

The goal is for participants to eventually receive 3 months of a full food package instead of always having one month of a prorated food package. In order to do this, schedule participants who received a prorated food package in two months instead of three. When they come in for their appointment in two months, they will be issued three months of a full food benefit food package and then schedule them in three months after that.

Proration Override

Introduction

There is a Proration Override function in the WIC data system that will allow you to override the prorated amount provided to the participant and provide them with a full food package. This function will only be allowed in very limited circumstances and only a limited number of staff members will be able to complete this function.

Allowable circumstances

The proration override function can be used in a very limited number of circumstances. These circumstances are as follows:

- **Special Nutritional Needs:** Some participants have very special nutritional needs. Proration override may be applicable for some of these situations. Proration override for nutritional reasons requires approval from a State Nutrition Consultant.
 - **Clinic Errors:** If a clinic error occurred when issuing benefits and benefits must be issued at a later date which would cause the food package to be prorated.
 - **Clinic Schedule Changes:** A participant is late picking up benefits due to a change in clinic schedule or extreme weather conditions.
 - **Participant illness:** The participant is late picking up benefits due to a participant illness. The participant must have contacted the clinic to reschedule their appointment and not be a “No Show” in order for the proration override function to be used.
 - **Provisional Certifications:** A proration override may be completed to ensure the participant has adequate benefits prior to returning to fulfill proof within 30 days. Example: A participant comes in at the end of the month and is provisionally certified. The 1/3 food package can be overridden to allow the participant to get a full package of benefits until they bring in the required proofs. When the participant brings in the required proofs, the food package may need to be prorated, depending on what time of the month they come in to fulfill their proof.
 - **Precertifications:** A proration override may be completed to ensure the participant has adequate benefits prior to returning for their full certification appointment. Example: A participant comes in at the end of the month and is precertified. They will not be able to come back for their full certification appointment until the end of the following month. Their food package will be prorated when they come back for their full certification appointment.
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